

## **EXHIBIT "A"**

### **SERVICES TO BE PROVIDED**

#### **BY CONTRACTOR**

#### **Task 1: Organizational Needs Assessment**

##### *Phase I*

##### Subtask 1: Review background documentation

Measure A, TAM Administrative Code,  
Marin Countywide Planning Agency (MCPA) JEPA, Marin  
County  
Transit District (MCTD) enabling statutes.

##### Subtask 2: Review current Marin County agencies' roles/functions

Interview (phone or in-person) TAM Chair, Vice Chair, ED,  
MCTD  
Transit Manager, Marin County Community Development  
Director (CWPA Director)

##### Subtask 3: Survey other transportation agencies (sales tax, CMA's, COG's, transit districts, etc.) in California regarding their role/functions, including the eighteen self-help counties, Solano and Napa.

##### Subtask 4: Prepare white paper on organizational models. Provide administrative draft for staff review. Final document due February 2, 2005.

##### *Phase II*

##### Subtask 5: Prepare draft TAM organizational structure, including an evaluation of merging (consolidating) TAM with MCTD, CWPA, and any other agency identified in Subtask 2 review. Provide administrative draft for staff review. Final draft due February 2, 2005.

##### Subtask 6: Confer with Board Executive Committee to refine draft.

##### Subtask 7: Plan and facilitate workshop with board/other stakeholders to finalize organizational purpose, structure, and functional responsibilities. Provide revised draft organizational structure and other workshop materials by February 23, 2005. Workshop scheduled for March 5, 2005.

##### Subtask 8: Prepare final report to the Board summarizing above subtasks, findings, recommendations, and timeline for any recommended consolidations, by March 16, 2005.

Subtask 9: Present final report to the Board March 24, 2005.

**Task 2: Develop Staff Job Descriptions/Salary Ranges**

*Phase I*

Subtask 1: Review comparable positions at regional TA's and other Marin County agencies

(note: some of this info can be collected in Subtasks 2 and 3 of Task 7)

Subtask 2: Prepare draft job descriptions/salary ranges to align with functional responsibilities

*Phase II*

Subtask 3: Revise draft job descriptions/salary ranges after staff review

Subtask 4: Prepare and present final report to the Board